

Encuentre tu futuro aquí

Βρείτε το μέλλον σου εδώ

在这里寻找您的未来

# WELCOME

## International Student Handbook

Tìm tương lai của bạn ở đây

Find your future here

Βρείτε το μέλλον σου εδώ

Najít svou budoucnost zde

Trouvez votre avenir ici

Zài zhèlǐ xúnzhǎo nín de wèilái

अपने भविष्य के यहाँ खोजें

*apane bhavishy ke yahaan khojen*



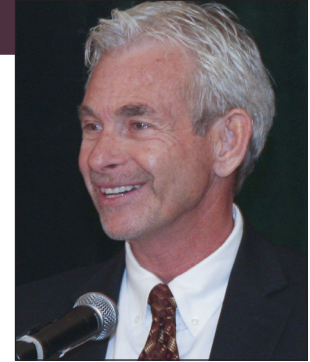


# Table of Contents

Message from the President .....	1
10 great reasons 2 choose NVC .....	2
Associate Degrees and Certificates .....	3
Steps for Admission .....	4
Five Steps to Enroll at Napa Valley College .....	5
English Proficiency for International Students .....	7
Immigration Information .....	8
Tips for Your Visa Interview .....	9
Travel & U.S. Re-Entry .....	9
Maintaining your F-1 Student Visa .....	10
Can I work on an F-1 Visa? .....	10
Campus Contacts .....	11
City of Napa General Information .....	12



# Welcome



## Superintendent/President's Message

Welcome to Napa Valley College, where our mission is to prepare students for their roles in a diverse, dynamic, and interdependent world. Napa Valley College is a leading community college in California as we begin our 75th year. Our mission is to be an open-access, degree-and certificate-granting institution that is committed to student achievement through high-quality programs and support services. Our dedicated faculty and staff are focused on student learning. Transfer courses, career-technical education, Associate Degrees, training in basic skills, and self-supporting community and contract education are important elements in the comprehensive Napa Valley College experience.

Our beautiful and one-of-a-kind 'Campus in the Vineyards' provides an academically rich, multicultural learning experience that will prepare you to realize your goals and pursue meaningful lifework, and to be a socially responsible contributor to your community— locally and globally. I invite you to stroll our campus, enjoy our vistas, appreciate our waterways and vineyards, experience the arts in our world-class Performing Arts Center, taste our foods at the Upper Valley Campus Cooking School, study in the McCarthy Library Building, or simply relax on the Student Plaza lawn.

Although you may just now be joining the Napa Valley College family, it is clearly the right time to gain the valuable education and training that our college can provide in your journey toward gaining the knowledge and skills necessary to compete and thrive in an increasingly technological and culturally diverse world. Along with our outstanding faculty and staff, I am dedicated to supporting you in choosing Napa Valley College!

All the Best,

A handwritten signature in black ink that reads "Ronald Kraft, PhD". The signature is written in a cursive style.

Dr. Ronald Kraft

## Napa Valley Community College District Board of Trustees

**Rafael Rios**, Area 7 - Board Chair

**Mary Ann Mancuso**, Area 3 - Vice Chair

**Jennifer Baker**, Area 1

**Amy Martenson**, Area 2

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**Manveer Sandhu**, Student Trustee

Board of Trustees meetings are generally scheduled on the second Thursday of the month with public session beginning at 5:30 p.m. in the McPherson Administration Building, Room 1538.

NEW OPPORTUNITIES  
NEW RELATIONSHIPS



# 10 GREAT REASONS 2 CHOOSE NVC

Schedule a visit to our campus or  
for enrollment information visit us:  
[napavalley.edu](http://napavalley.edu) or call (707) 256-7201

- 1 GET A SUPERIOR EDUCATION**  
Napa Valley College is ranked as one of the top two-year colleges in California among community and private colleges. NVC continues to demonstrate exceptional levels of student success as they transfer to four-year institutions or enter the workforce.
- 2 TRANSFER** to CSUs, UCs and many other public and private colleges and universities. NVC offers 75 degrees and certificates designed to prepare you for transfer to a four-year institution, upgrade your job skills, or prepare you for a career. NVC has 17 Associate Degrees Transfer (ADT) for guaranteed transfer.
- 3 RECEIVE SPECIALIZED CAREER TRAINING** in 48 professional programs for great jobs in our local and regional economy. Outstanding training is offered in viticulture and winery technology, culinary arts, hospitality, respiratory therapy, nursing, welding, machine tool technology, public safety, and many more.
- 4 TAKE THE FAST-PATH** with accelerated learning 8-week classes designed to shorten the time you need to complete graduation and/or transfer requirements.
- 5 RECEIVE COUNSELING SERVICES** and resources to help with educational goals. Get an individualized Education Plan from an NVC academic counselor. Get started on your educational path today.
- 6 SAVE MONEY** with lower per-unit college credit fees compared with CSU and UC. Free for dual enrolled high school students.
- 7 ATTEND SMALLER CLASSES** for more individualized attention, and a 25:1 average student-to-faculty ratio.
- 8 RECEIVE FINANCIAL AID (EOPS)** federal and state aid available year round. We offer over \$250,000 annually in locally supported, needs-based and merit-based scholarships.
- 9 JOIN** numerous clubs, athletic teams, intramural sports, theater, dance, and social programs for after-class enrichment and entertainment.
- 10 LEARN FROM DEDICATED FACULTY & STAFF** who help you make the most of your educational experience.

Find **your** future here



# Associate Degrees and Certificates

Napa Valley College, a California Community College, offers a wide range of Associate Degrees. A full-time student can earn the required 60 units in two years. Students who may be working or have family responsibilities can attend part-time and may take longer to complete the degree. Most of our Associate of Arts degree (AA), all of our Associate Degrees for transfer (AD-T) and a few of our Associate of Science Degrees (AS) and certificates are designed for those who plan to transfer to four-year institutions. Most of our Associate of Science degrees (AS) and certificates have a career technical focus and prepare students to enter the workforce in areas such as Health Occupations, Criminal Justice and various technical fields.

## Associate Degrees for Transfer

Administration of Justice  
Anthropology  
Art History  
Business Administration  
Communication Studies  
Early Childhood Education  
English  
History  
Kinesiology  
Mathematics  
Music  
Political Science  
Psychology  
Sociology  
Spanish  
Studio Arts  
Theater Arts

## Associate in Arts Degrees

Art History  
Graphic Design  
Humanities and Philosophy  
Musical Theater  
Music: Instrumental  
Music: Voice  
Psychology  
Spanish for Heritage Speakers  
Spanish for Non-Heritage Speakers  
Studio Arts: Ceramics  
Studio Arts: Painting and Drawing  
Theater Arts: Acting  
Theater Arts: Technical Theater

## Associate in Science Degrees

Business Administration  
Business Administration of Justice  
Business Accounting Concentration  
Business: Computer Studies Concentration  
Business: Concentration in Office Administration  
Child and Family Studies  
Digital Design Graphics Technology  
Emergency Medical Technician: Paramedic  
Hospitality and Tourism Management  
Human Services  
Machine Tool Technology  
Natural Science and Mathematics  
Nursing - ADN  
Nursing - Advanced Placement for LVN  
Photography  
Psychiatric Technician  
FastTrack & 3-Semester  
Respiratory Care: Full Time & Part Time  
Viticulture and Winery Technology -  
Viticulture Option  
Viticulture and Winery Technology -  
Wine Marketing and Sales Option  
Viticulture and Winery Technology  
Winemaking Option  
Vocational Nursing  
Welding Technology

## Career-Technical Education

Career-Technical Education programs prepare students for rewarding careers. In several programs, students often receive job offers prior to graduation.

## Certificates - 18 units or more CCC Chancellor's Office Approved

911 Dispatcher  
Adult Corrections Core Academy\*\*  
Bookkeeping Certificate  
Business - Office Assistant Studies  
Child Family Studies  
Child and Family Studies -  
Associate with Administration  
CSU General Education  
Digital Design Graphics Technology  
EMT-P: Paramedic  
Hospitality Certificate  
Human Services  
IGETC General Education  
Law Enforcement - Basic Police Academy  
Law Enforcement - ADMJ  
Lesbian, Gay, Bisexual and  
Transgender (LGBT) Studies  
Machine Tool Technology  
Management Informations Systems  
Microcomputer Applications Specialist  
Photography  
Photography: Professional\*  
Psychiatric Technician Fast-Track  
Program  
Psychiatric Technician Three Semester  
Viticulture and Winery Technology  
Vocational Nursing  
Welding Technology  
Wine Marketing and Sales

## Transfer Center

The Transfer Center has many resources to support student transfer. A Transfer Day is held on campus every fall and representatives of four-year colleges visit the center year-round. The Transfer Center is located in room 1335 or can be reached at 707-256-7333.

## Transfer Success

Napa Valley College is the bridge for many students to a four-year college or university. Academic standards are high and follow-up studies show that our students excel in four-year programs. Our top transfer schools are in close proximity— Sonoma State, Sacramento State, San Francisco State, UC Davis, and UC Berkeley. Students also transfer to many independent and out-of-state institutions. The college has Transfer Admission Guarantees with UC Davis, UC Santa Cruz, UC Santa Barbara, UC Riverside, UC San Diego, UC Irvine, UC Merced, and St. Mary's College.

## Career Center

The Napa Valley College Career Center addresses the career development and employment needs of NVC students and local and regional employers. Counseling and classes are available to assist students with selecting a career or college major. Visit the Career Center, located in the Student Services Building 1, Room 1335, or call 707-256-7327 for more information.

\* Locally Approved Non-Transcriptable

\*\* Meets certifications requirements for State Commission on Peace Officers standards and Training, STC Certificate.

# Steps for Admission

- Complete an International Student Admission Application.
- Students must complete the equivalent of high school with better than average grades and pass the Test of English as a Foreign Language (TOEFL) with a minimum score of 173 on the computerized test, or 500 on the paper version and 61 on the IBT (Internet Based Test). In addition, they must demonstrate adequate financial resources to complete their education without outside employment.
- Official copies of transcripts from all secondary schools and colleges you have attended. These transcripts must be in English and correspond to the American Grading System. \*
- A financial statement or tax documents showing that you or your sponsor has the financial resources to pay your tuition and related expenses while you attend Napa Valley College.
- A non-refundable application fee of \$25.00. The check or money order should be in U.S. funds and made payable to Napa Valley College.
- A transfer notification form if you are transferring from another United States School.
- International students should apply to the college:
  - For **fall semester** admission all materials should be submitted by **May 1**.
  - For **spring semester** admission all materials should be submitted by **October 1**.

## **International Student Fee Information**

<https://www.collegeboard.org/>

International students must pay non-resident tuition, in addition to enrollment fees, and are required to have health and accident insurance. There is no financial aid available for international students. More information on fees can be found on our Registration web page. For an explanation on expenses and standard student budgets, please click on this link for College Board to learn more, [www.collegeboard.org](http://www.collegeboard.org).

**There is no financial aid available for international students.**

Please refer to the Admissions and Records website ([www.napavalley.edu/admissions](http://www.napavalley.edu/admissions)) and select the Priority Registration link.

Payment is due immediately following registration. Students can be dropped for nonpayment. Please refer to the Pay to Stay website for grace periods. Contact the Cashiers Office at (707) 256-7188.

### **Fees**

Tuition and enrollment fees will be collected in full at the time of registration.

The estimated costs for an academic year are as follows:

Tuition and fees based on 12 units minimum required for 1 visa students.	\$6,800
Food and housing (based on home stay)	\$8,376
Books and other educational expenses	\$2,228
Transportation	\$1,126
Miscellaneous and Personal	\$3,160
Mandatory medical insurance (fall and spring/summer)	\$1,116
<b>Total</b>	<b>\$22,806</b>

**Tuition is subject to change.** The bank statement must show total cost for academic year amount or more.

### **Tuition Refunds – Non-resident and International Students Only**

Out-of-state and international student tuition will be refunded according to the application date based on the following schedule:

During the first two weeks of instruction.....	100%
Third week of instruction.....	50%
Fourth week of instruction.....	25%
After Fourth week of instruction.....	0%

### **Appealing Your Fees**

To appeal a decision concerning your fees, file a "Petition for Late Add, Drop, or Refund" by the end of the semester the fees are incurred. For more information, call the Admissions and Records Office at (707) 256-7201.



# Five Steps to Successfully Enroll as a New Student at Napa Valley College

Applications for admissions to Napa Valley College (NVC) are accepted at any time for any future semester. All students must complete the Student Success and Support Program (SSSP) in order to successfully enroll at NVC. This includes orientation, assessment and an abbreviated educational plan. The following steps are required for all prospective students, who wish to earn priority registration status.

## Step 1 APPLY ONLINE FOR ADMISSION Admissions and Records, (707) 256-7200



Complete the online Application for Admission by selecting the "Enroll Now" link at [www.napavalley.edu](http://www.napavalley.edu). It pays to Declare Yourself, so please make sure to provide us your biographical/demographic information under the "Personal Information" section.

## Step 2 COMPLETE AN ORIENTATION [www.napavalley.edu/studentorientation](http://www.napavalley.edu/studentorientation)



Complete the online orientation session at the Online Orientation website. All students must complete an orientation regardless of educational goal or major.

## Step 3 COMPLETE THE ASSESSMENT PROCESS Testing and Tutoring Center, (707) 256-7437 [www.napavalley.edu/testingandtutoringcenter](http://www.napavalley.edu/testingandtutoringcenter)



Complete an assessment test in the Testing and Tutoring Center, Room 1764 in Building 1700, to determine the course placements for English and Math classes. No appointment is necessary. Call office or check website for drop-in hours. You must have applied for admission to NVC at least 24 hours prior to testing and bring a picture ID.

## Step 4 ATTEND A COUNSELING/ADVISING (Ed Planning Session) General Counseling Center, (707) 256-7220 [www.napavalley.edu/counseling](http://www.napavalley.edu/counseling)



All new students must complete an abbreviated (one semester) Ed Plan. New students must declare a major by the completion of 15 units and develop a Comprehensive Education Plan by 30 units. Check Counseling website for drop-in hours.

## Step 5 REGISTER AND PAY FOR CLASSES [www.napavalley.edu/webadvisor](http://www.napavalley.edu/webadvisor)



Complete class registration through the WebAdvisor system, available up to midnight before the first day of classes. All students register according to their A-G priority registration date. Once the class has started, students will need an Add Codes from their instructor to register. Late start classes have different registration dates.

## English Proficiency for International Students

- Your classes will be conducted in English, so you must demonstrate English Proficiency when you apply for admissions. If your native language is not English, you must take the TOEFL.
- International students are provided with an orientation to the college and with academic and personal counseling. Additional information regarding admission may be obtained by contacting the:  
Admissions and Records Office  
Napa Valley College,  
2277 Napa-Vallejo Highway  
Napa, California 94558 USA  
or by e-mailing [dlarson@napavalley.edu](mailto:dlarson@napavalley.edu). International Student office hours are Monday through Friday from 9 to 4 p.m. (closed Fridays during the summer.) Please email in advance for available meeting times.

\* Note: Foreign transcripts must be evaluated by an international evaluating service for general education credit. World Education Services is the recommended provider of international evaluations for Napa Valley College. We will take other evaluations from other evaluating services, but strongly recommend using WES. If you have further questions about World Education Services, please go to their website at <http://www.wes.org/>.



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World Education Services

# Immigration Information

## F-1 STATUS

Once you are admitted to NVC the Admissions and Records office issues a certificate of eligibility called I-20 for F-1 students. This certificate of eligibility (also known as visa document) must be used to apply for a student visa at a U.S. Consulate or Embassy. After your student visa is issued, you can make plans to come to the U.S. (Note for Canadian citizens: a student visa is not required but you must obtain F-1 status when you enter the U.S.)

## SEVIS

The student and Exchange Visitor Information System (SEVIS) is a database system used by the U.S. Department of Homeland Security (USCIS) and SEVIS-approved educational institutions to monitor students in F-1 status. Your SEVIS number is printed on your I-20.

## What you will need to apply for an F-1 Student Visa:

- I-20 (for F-1 Visa)
- A passport valid for travel to the U.S. and with the validity date at least six months beyond the applicants intended period of stay in the U.S.
- One (1) 2" X 2" photograph
- An MRV fee receipt to show payment of the visa application fee. (For information visit the U.S. Embassy website where you are going to apply for your F-1 Visa.)
- I-901 SEVIS fee receipt ([www.fmjfee.com](http://www.fmjfee.com))
- Admissions Letter from NVC
- Financial documents
- Documents to demonstrate a connection to your home country



## Tips for Your Visa Interview

### **Ties to Your Home Country**

Under U.S. law, all applicants for non-immigrant visas are viewed as intending immigrants until they can convince the consular officer that they are not. Be prepared to show that you have reasons for returning to your home country that are stronger than those for remaining in the United States.

### **Speak Clearly**

Keep it brief and in English. Because of the volume of applications received, all consular officers are under considerable time pressure to conduct a quick and efficient interview. Keep your answers to the officer's questions short and to the point. Plan for the interview to be conducted in English and not in your native language.

### **Be prepared to explain your major and how fits your future career plans.**

You should be able to explain the reasons you will study in a particular major and how studying in the U.S. relates to your future professional career when you return home.

### **Employment**

Your main purpose in coming to the United States is to study, not for employment opportunities before or after graduation. While many students do work during their studies, such employment is incidental to their main purpose of completing their education.

### **Maintain a Positive Attitude**

Stay calm and friendly throughout the process. Do not engage the consular officer in an argument. If you are denied a student visa, ask the officer for a list of documents he or she would suggest you bring in order to overcome the refusal, and try to get the reason you were denied in writing.

## Travel and US Re-entry

### **Travel Signatures**

Each time you travel out of the U.S., you need to have a valid travel signature.

### **Entry Visa To Another Country (Not the U.S.)**

If you plan to visit another country (other than your home country) you must contact that country's embassy or consulate for information about entry requirements. Each country has specific requirements for entry that are different depending on your citizenship status and residency status. Before you make any travel plans be sure that you are informed of these requirements. A list of foreign consular offices in the United State is available from the U.S. Department of State.

## **Automatic Visa Revalidation**

International students who have maintained their student status are allowed to re-enter the U.S. after a visit to Canada, Mexico or adjacent islands with the expired student visa, if the following conditions are met:

- Travel is for less than 30 days
- You have a valid F-1 status in the U.S.
- Your I-20 is valid (if you are on your grace period after program completion, Automatic Visa Revalidation does not apply).
- You have a valid travel signature on your visa document (I-20)
- You have a valid admission stamp on your electronic or paper form I-94 Arrival/Departure Record.
- You have a valid passport.

## **Maintaining your F-1 Student Visa**

- Enroll in 12 units each semester.
- Enrolling in less than 12 units is permitted ONLY with authorization from an NVC counselor.
- Medical exception: If you experience medical problems, meet with an NVC counselor.
- Attend classes.
- Pay Tuition Fees
- Report address changes to the International Specialist (Dixie Larson) within 10 days.
- F-1 students have 60 days from program completion to depart from the U.S., transfer their SEVIS record to another school, or change their immigration status.
- Enrollment - Be sure you are enrolled full time and ALL tuition and fees have been paid.

## **Can I work on an F-1 Visa?**

F1 visa holders cannot accept off-campus employment at anytime during the first year of their studies. Under certain circumstances, the U.S. Citizenship & Immigration Services (USCIS) may grant permission to accept off-campus employment after one year of study.

For more information regarding working with an F-1 Visa please see the following links.

[www.studyinthe US.studyinthestates.gov](http://www.studyinthe US.studyinthestates.gov)

[www.ice.gov/sevis/practical-training](http://www.ice.gov/sevis/practical-training)

## Campus Contacts for Additional Information

### Campus contacts

Bookstore Main Desk or sm8086@bncollege.com	707-256-7480
Campus Police	707-256-7770
Business Office or skada@napavalley.edu	707-256-7186
Counseling or nvccounseling@napavalley.edu	707-256-7220
Health Occupations Secretary or cmiller@napavalley.edu	707-256-7601
Athletics/Physical Education Secretary or llee@napavalley.edu	707-256-7651
Student Affairs Executive Assistant or mnavarro@napavalley.edu	707-256-7363
Admissions Specialist or dlarson@napavalley.edu	707-256-7207

### Program Coordinators

Administration of Justice 707-256- 7736 or smccann@napavalley.edu	Sean McCann
Child & Family Studies and Education 707-256-7753 or fsmyle@napavalley.edu	Faye Smyle
Digital Design and Graphics Technology 707-256-7526 or gstrommen@napavalley.edu	Gary Strommen
Human Services 707-256-7235 or msanchez@napavalley.edu	Marci Sanchez
Machine Tool Technology 707-256-7132 or stanley.hitchcock@napavalley.edu	Stan Hitchcock
Mathematics 707-256-7744 or sbynum@napavalley.edu	Shauna Bynum
Office Administration 707-256-339-8810 or cshtto@napavalley.edu	Claudette Shatto
Photography Technology 707-256-7532 or jdotta@napavalley.edu	John Dotta
Psychiatric Technician 707-256-7615 or rmillay@napavalley.edu	Robert Millay
Respiratory Care 707-256-7629 or wayne.fortier@napavalley.edu	Wayne Fortier
Viticulture and Winery Technology 707-256-7125 or pgospodarczyk@napavalley.edu	Paul Gospordarczyk
Welding Technology 707-256-7131 or ewade@napavalley.edu	Eric Wade



## City of Napa General Information

**The Napa Chamber of Commerce** ([www.napachamber.com/](http://www.napachamber.com/)) has an abundance of links to information regarding Housing, Health & Wellness, Education, and Government. "Napa is a city known for its quality lifestyle. There are many neighborhoods, each with its own distinct character. In "old town," there are tree-lined streets with many old homes restored to their former grandeur. On the north side of town are 1960s subdivisions, such as Bel Aire and Springwood, with curving streets and cul-de-sacs. To the west is Browns Valley, an eclectic area, large in size, which offers everything from WWII-age housing to very recent, large executive-type homes."

**The City of Napa** ([www.cityofnapa.org/](http://www.cityofnapa.org/)) offers information about the history of Napa, transportation options, and special events in the Napa area.

Wikipedia/Napa ([en.wikipedia.org/wiki/Napa](http://en.wikipedia.org/wiki/Napa)), offers information about the history of Napa, weather, geography, geology, and demographics.

Napa Valley College does not have on-site housing for students.

For housing information:

<http://www.napachamber.com/index.php?page=46>





Find your future here



**International Student Program**  
**2277 Napa Vallejo Hwy., Napa, California USA 94558**  
**[napavalley.edu/admissions](http://napavalley.edu/admissions) 707-256-7207**

Created by Dixie Larson & Marian Wouters 9/12/2017